Excel Data Bridge
Sales Order Function

Introduction

The Sales Order function includes three separate templates pre-mapped to Sage 200: -

- the **Singleline template** emulates the **Enter New Order – Full** screen in Sage 200, which allows you to create a new sales order with full data entry.

- the **Single Rapid Order template** emulates the **Enter New Order – Rapid** screen in Sage 200, which allows you to create a new sales order with minimal data entry.

- the **Multiline template** allows you to create multiple sales orders in Sage 200 at once.

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Field Mappings

The field mappings are controlled within the **Designer** button in the Excel Data Bridge tab.

The **Allowable** controls whether entered on the

Warnings section any delivery dates sales order can be

either *before* the sales order date, or in the *past*.

The **Browse Results** section allows custom cell mappings to be created to hold data from browses. ***Not covered in this document***

The **Information** section contains both Excel Data Bridge specific fields, and settings controlling how sales orders can be posted to Sage 200.

The **Sales Order Detail** section shows the available Sage 200 fields for sales order line-items in the left-hand column.

If an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the Excel worksheet

The **Sales Order Header** section shows the available Sage 200 fields for the sales order header details in the left-hand column.

Again, if an entry appears in the right-hand column, it means the Sage 200 field is mapped to a cell, or range of cells in the worksheet.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

Map Fields	
Allowable Warnings	
DeliveryDateEarlierThanOrder	False
DeliveryDateInThePast	False
Browse Results	
BrowseResults	**BrowseResults**
Information	
AllowOrderAmendment	
CancelOnExceedCreditLimit	False
ConvertQuoteToOrder	
DefaultLineAction	
IgnoreBlankQtyLines	False
OverrideHold	True
SalesOrderNumber	**SalesOrderNumber**
Status	**Status**
ValidateLineAction	False
Sales Order Detail	
ConfirmationMethod	
Cost	
CreateCancelledLine	
DeliveryDatePromised	
DeliveryDateRequested	
Description	**Description**
DespatchNoteComment	
DetailAnalysisCodes	**Analysis Codes**
Fulfillment	
GroupByID	**GroupByID**
LineAction	
LineCode	**LineCode**
LineNumber	
LineType	**LineType**
LineVatRate	
NominalCode	
NominalCostCentre	
NominalDepartment	
PickingListComment	
ProjectCode	
ProjectItem	
Quantity	**Quantity**
QuantityToAllocate	
SellingPrice	**SellingPrice**
SellingPriceUnit	
SellingUnit	
ShowOnCustomerDocuments	
ShowOnPickingLists	
UnitDiscount	
UnitDiscountPercentage	
Warehouse	**Warehouse**
Sales Order Header	
Address1	
Address2	
Address3	
Address4	
ApplyOrderDiscountSurcharge	
City	
Contact	
Country	
CountryCode	
County	
CustomerCode	**CustomerCode**
CustomerOrderNumber	**CustomerOrderNumber**
DatePromised	**DatePromised**
DateRequested	**DateRequested**
DeliveryAddressName	
DeliveryAddressType	
DiscountType	
DocumentDate	**DocumentDate**
DocumentNo	
DocumentStatus	
Email	
ExchangeRate	
Fax	
HeaderAnalysisCodes	**Analysis Codes**
OrderDiscount	
OrderPriority	
OrderTakenBy	
PostalName	
PostCode	
SetAsDefault	
SettlementDays	
SettlementDiscount	
Telephone	
TransactionType	
UseInvoiceAddress	
VATCode	
VATNumber	

Status
Choose a cell or range of cells to display the upload status

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An explanation of the property selected is shown at the bottom of the Designer window.

Singleline Template

The singleline template is divided into two sections in which you are required to enter data. The **sales order header information** can be entered in the top half of the template: -

2							
3	Status		CustomerOrderNumber	1235		ApplyOrderDiscountSurcharge	NO
4	CustomerCode	ROS001	EarlySettlementDiscount%				
5	DocumentDate		SettlementDiscountDays				
6	DateRequested	14/12/2021	OrderDiscount				
7	DatePromised	20/12/2021	ReturnedSalesOrderNumber				
8							

The table below explains the purpose of each of the header fields: -

Status	Populated when selecting either the **Validate** or **Create Orders** buttons on the Excel Data Bridge ribbon. • The default status on a successful validation will be **Pending** • The default status on a successful creation will be **Processed** When attempting to post to Sage 200, the status field should either be cleared, or display a status of **Pending**. Any other data entered in this field will prevent the sales order being created in Sage 200. Should an error be returned in this cell when attempting to post, it will appear in **red**. The error should be corrected in the worksheet, and the status field cleared before attempting to post again.
CustomerCode	Enter the Sage 200 Customer Account Reference in this field by either typing it in manually or browsing your Sage 200 data by right clicking on the cell and selecting Excel Data Bridge Browse.
DocumentDate	Enter date the sales order was **raised** (defaults to today's date if left blank).
DateRequested	Enter delivery date **requested** (defaults to today's date +14 if left blank).
DatePromised	Enter delivery date **promised** (defaults to today's date +14 if left blank).
CustomerOrderNumber	Enter the customer order number for the sales order.
EarlySettlementDiscount%	Enter the settlement discount percentage (if any has been offered).
SettlementDiscountDays	Enter the number of days in which any settlement discount is valid.
OrderDiscount	Enter the order discount percentage (if any has been offered).

9	LineType	LineCode/Pro Description	Warehouse	SellingUnit	Quantity	QuantityToAllocate	Selling UnitPrice/SellingPrice	UnitDiscount%	UnitDiscount	VATRate	PickingListComment	DespatchNoteComment	ProjectCode	ProjectItem	ShowOnCustomerDocs	ShowOnPickingLists
10	S	ABCookHoods/ AB Cooker Hoods Standard/White	WAREHOUSE		5	5										
11	S	CA/WALL/H92/ Beech Wall Cabinet H92cm	FACTORY		4	4										
12	F		Free Text Item		2		each	150								
13	A	Carriage	Carriage					40								
14	C		Comment Line													
15																

ReturnedSalesOrderNumber	Populated on a successful sales order creation in Sage 200. The field will update for each new sales order successfully posted and allows traceability in Sage 200.
ApplyOrderDiscount Surcharge	Apply or ignore any related **order value discounts / surcharges** for the sales order. Enter **YES** to apply, or **NO** to ignore.

The **sales order line-item information** can be entered in the main area of the worksheet: -

The table below explains the purpose of each of the line-item fields: -

LineType	Tell Excel Data Bridge the type of line-item you are trying to create from the following options: - • **S** = Standard • **F** = Free Text • **A** = Additional Charge • **C** = Comment
LineCode/Product	Browse on this cell to gain access to stock list data to assign a stock item to the sales order.
Description	Will be populated on selection of a stock item from the LineCode/Product cell. Enter description manually for Free Text / Additional Charge and Comment lines.
Warehouse	Browse on this cell to gain access to the available warehouses supplying the selected stock item.
SellingUnit	Enter the selling unit for standard stock items.
Quantity	Enter the quantity for either a standard or free-text item.
QuantityToAllocate	Leave field empty to default the allocated amount to the same as the Quantity. Enter a zero to post as unallocated, or another value to partially allocate.
SellingPriceUnit	Enter the selling price unit for either a standard or free-text item.
UnitPrice/SellingPrice	Enter a selling price for an item or leave blank to use default Sage 200 prices.
UnitDiscount%	Enter a unit discount percentage

UnitDiscount	Enter a unit discount value
VATRate	Enter a VAT Rate for standard, free-text or additional charge items or leave blank to use default VAT Rate.
PickingListComment	Enter any comments to be entered on the **picking list** for standard and free text items (up to a maximum of 160 characters)
DespatchNoteComment	Enter any comments to be entered on the **despatch note** for standard and free text items (up to a maximum of 160 characters)
ProjectCode	Browse on this cell to gain access to Sage 200 project data to assign a **project code** to a line-item.
ProjectItem	Browse on this cell to gain access to Sage 200 project data to assign a **project item** to a line-item.
ShowOnCustomerDocs	Used for comment lines. By default, comment line will show on customer documents – enter **FALSE** to prevent comment line showing on sales order.
ShowOnPickingLists	Used for comment lines. By default, comment line will **not** show on picking list – enter **TRUE** to show comment line on picking list.

Creating Transactions

Once you have entered your sales order data in the template, you have the following options: -

- **Validate (optional) –** will run the data through a validation check and result in a status of Pending, if successful. If validation is unsuccessful, an error will be returned in red. This error must be rectified, and the error cleared from the status field before either validating again or selecting Create Orders.

- **Create Orders** – will attempt to create the sales order in Sage 200. This process also performs a full Sage validation check. If successful, the status cell will change to Processed, and the **ReturnedSalesOrderNumber** cell will be populated with the sales order number assigned in Sage 200 to enable the transaction to be traced.

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The transaction can be traced in Sage 200 by the Returned Sales Order Number populated: -

Single Rapid Order Template

The single rapid order template allows you to quickly create a sales order for **standard stock items only,** using **default unit prices and discounts**, supplied from a **single warehouse**.

The single rapid order template is divided into two sections in which you are required to enter data. The **sales order header information** can be entered in the top half of the template: -

- Click the **Clear Sheet** button at the top to clear data from all cells and reset the **date fields** to today's date.
- Browse for the **Customer Code,** then enter the **Customer Order Number**, before browsing to select the required **Warehouse** to supply from.

The **sales order line-item information** can be entered in the main area of the worksheet: -

	Item	Description	Quantity	Unit Price	Discount %
9					
10	CA/BASE/DBL/BEECH	Beech Base Double Cabinet H58cm	5		
11	CA/WALL/H70/BEECH	Beech Wall Cabinet H70cm	5		
12	CA/WALL/H70/OAK	Oak Wall Cabinet H70cm	5		
13					

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- Browse the **Item** cell to select the required stock codes. Only stock codes available to supply from the warehouse selected in the header will be returned in the browse window.

Browse returned on _Factory_

	Item Code	Description
☐	CA/BASE/DBL/BEECH	Beech Base Double Ca...
☐	CA/WALL/H70/BEECH	Beech Wall Cabinet H7...
☐	CA/WALL/H70/OAK	Oak Wall Cabinet H70cm
☐	CA/WALL/H92/BEECH	Beech Wall Cabinet H9...
☐	CA/WALL/H92/OAK	Oak Wall Cabinet H92cm

Browse returned on _Newcastle_

	Item Code	Description
☐	ABBuiltIn/15/0/2	AB Built-In Cookers Sin...
☐	ABBuiltIn/15/1/2	AB Built-In Cookers Sin...
☐	ABBuiltIn/15/20/2	AB Built-In Cookers Sin...
☐	ABBuiltIn/16/0/2	AB Built-In Cookers Do...
☐	ABBuiltIn/16/1/2	AB Built-In Cookers Do...

- Enter the required quantity for each item, then click **Create Order**.

Multiline Template

The format of the multiline template differs to the singleline template but offers similar fields.

There are two worksheets within this template: **Standard** and **Advanced**. The Advanced sheet simply contains more columns of data than the Standard sheet.

In the **Standard** worksheet, **columns A – H** represent the **header fields** of the sales order.

	Status	OrderNumber	CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID
4			ABB001	19/03/2021	25/05/2021	07/08/2021	1236	
5								
6			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
7			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
8			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
9			ABB001	17/03/2021	25/05/2021	10/09/2021	1236	
10								
11			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
12			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
13			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
14			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
15			BIR001	20/03/2021	25/05/2021	25/05/2021	1240	
16								

Columns I – N represent the **line-item fields** of the sales order.

LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
F		Free text item		2	150
A	Carriage	Carriage			50
C		Comment Line			
S	ABCookHoods/23/2	AB Cooker Hoods Standard/White	Newcastle	5	
S	CA/WALL/H92/BEECH	Beech Wall Cabinet H92cm	WAREHOUSE	4	
F		Free text item		2	200
A	Carriage	Carriage			75
C		Comment Line			

In the **Advanced** worksheet, **columns A – I** represent the **header fields** of the sales order.

Status	OrderNumber	CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	ApplyOrderDiscountSurcharge	GroupByID
		ABB001	19/03/2021	25/05/2021	07/08/2021	1237		
		ABB001	17/03/2021	25/05/2021	10/09/2021	1237		
		ABB001	17/03/2021	25/05/2021	10/09/2021	1237		
		ABB001	17/03/2021	25/05/2021	10/09/2021	1237		
		ABB001	17/03/2021	25/05/2021	10/09/2021	1237		
		BIR001	20/03/2021	25/05/2021	25/05/2021	1241		
		BIR001	20/03/2021	25/05/2021	25/05/2021	1241		
		BIR001	20/03/2021	25/05/2021	25/05/2021	1241		
		BIR001	20/03/2021	25/05/2021	25/05/2021	1241		
		BIR001	20/03/2021	25/05/2021	25/05/2021	1241		

Columns J - U represent the **line-item fields** of the sales order.

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LineType	LineCode	Description	Warehouse	Fulfilment	Quantity	SellingPrice	UnitDiscount%	UnitDiscount	VATRate	ProjectCode	ProjectItem
S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM		20						
S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE		3						
F		Free text item			2	150					
A	Carriage	Carriage				50					
C		Comment Line									
S	ABCookHoods/23/2	AB Cooker Hoods Standard/White	Newcastle		5						
S	CA/WALL/H92/BEECH	Beech Wall Cabinet H92cm	WAREHOUSE		4						
F		Free text item			2	200					
A	Carriage	Carriage				75					
C		Comment Line									

There will be slight variations in the default mappings shown in the Designer between the different sales order templates, but the Sage 200 fields offered are the same.

NOTE - These default mappings can be amended to suit your business requirement and will be explained later in the document.

Extra fields available to the multiline template are **Group By ID** and **Fulfilment**.

Group By ID

As standard, when posting to Sage 200, Excel Data Bridge will keep together any sales order line-items entered containing the same **Customer Code / Customer Order Number**. These fields are shown in the **Key Fields** area of Excel Data Bridge.

KeyField properties detected:

CustomerCode
CustomerOrderNumber
GroupByID

OK

An additional key field for **Group By ID** also exists, in which unique data can be entered against each sales order line-item needing to be posted to a single sales order in Sage 200.

See screenshot below showing two separate sales orders for customer **ABB001,** with the same customer order number of **1236**.

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Leaving the **Group By ID** cells empty in this example would create a single sales order with five line-items in Sage 200, instead of two separate sales orders with one line-item and four line-items respectively. This is because the data held in all three key fields is the same.

To ensure these sales orders are posted independently of each other, Excel Data Bridge needs to be told which line-items belong to which sales order. To do this, add some unique data in the Group By ID cell.

The first sales order with **one** line-item has the letter **A** in the Group By ID cell; the second sales order with **four** line-items has the letter **B** in the Group By ID cell for each line-item.

Any unique data can be used to keep transaction line-items together, so using numbers 1 and 2 instead would have had the same effect.

CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
ABB001	19/03/2021	25/05/2021	07/08/202	1236		S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
ABB001	17/03/2021	25/05/2021	10/09/202	1236		S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
ABB001	17/03/2021	25/05/2021	10/09/202	1236		F		Free text item		2	150
ABB001	17/03/2021	25/05/2021	10/09/202	1236		A	Carriage	Carriage			50
ABB001	17/03/2021	25/05/2021	10/09/202	1236		C		Comment Line			

CustomerCode	DocumentDate	DateRequested	DatePromised	CustomerOrderNo	GroupByID	LineType	LineCode	Description	Warehouse	Quantity	UnitSellingPrice
ABB001	19/03/2021	25/05/2021	07/08/2021	1236	A	S	ACS/BLENDER	Professional Blender 5 Speed	SHOWROOM	20	
ABB001	17/03/2021	25/05/2021	10/09/2021	1236	B	S	DEC/PAPER/GREY	Wallpaper Grey	WAREHOUSE	3	
ABB001	17/03/2021	25/05/2021	10/09/2021	1236	B	F		Free text item		2	150
ABB001	17/03/2021	25/05/2021	10/09/2021	1236	B	A	Carriage	Carriage			50
ABB001	17/03/2021	25/05/2021	10/09/2021	1236	B	C		Comment Line			

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Fulfilment

The Fulfilment column in Excel Data Bridge has three options available to select from a dropdown list: -

These same three options are available to each line-item of a sales order in Sage 200: -

Amending Templates

The worksheet templates have been created in an Excel table with the correct formatting applied.

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To add additional **rows**, firstly locate the cell at the bottom righthand corner of the formatted table.

Now select the cell, then click and drag down on the arrow. Extra rows will be added with the correct formatting.

To add an additional **column**, right click on the column heading where you would like your new column to appear and select

Insert > Table Columns to the Left

A new column will be added, named **Column1.** Rename the column in Excel, then refer to the next section on how to map this column in the Designer.

Mapping a new column

Once a new column has been added to the template, it can be mapped to the required Sage 200 field.

New column added to the multiline template to allow the name of the person taking the order to be entered against the sales order.

Click **Designer** to open the mappings for the template and locate the field to map the column to.

1. Click the **Ellipsis** to the right of the Order Taken By field. The cell mapping window appears.

2. Now select the cell range for the **Order**

Taken By column before clicking OK.

The column is now mapped can be populated in Excel Data Bridge.

Deleting unwanted columns

Deleting unwanted columns within a template is a two-step process: -

1. Remove the field mapping from the Designer
2. Delete the columns in the Excel template

Open the **Designer** to view the current field mappings.

1. Clear the mapping against the field no longer required.

2. Repeat for any other unrequired fields

3. Close the Designer.

4. Click **Validate Design** to check for errors.

Right click the column heading in the table and select **Delete > Table Columns**. Repeat for any other columns required.